



Inspiring students of all ages to unleash their potential
through experiential environmental education under sail since 1985

Date: January 25, 2023
From: Mark Welther, CEO
To: All Qualified Applications
Announcement: Administrative Assistant Position - Part-Time (24 hours/week)

Call of the Sea (COTS) announces the recruitment of an Administrative Assistant for this nonprofit organization. The new position will report directly to the COTS CEO.

COTS Background

COTS is a private 501(c)(3) non-profit organization located in Sausalito, CA. COTS's **mission** is to provide inclusive and equitable access to on the water science-based educational programs that foster the connection to watersheds, ocean environments & nautical heritage. Our **vision** is to empower generations of students of all ages and backgrounds to become environmental stewards and transform their world through on-the-water field experiences.

Call of the Sea was founded in 1985 to provide Bay Area youth an opportunity to sail traditionally rigged vessels and to learn about the marine environment, as well as maritime history, inspiring them to learn about themselves and become stewards of the sea and earth.

In 2004, COTS acquired the 82' schooner *Seaward*, and continues to operate *Seaward*. Then, beginning in 2012, the nonprofit Educational Tall Ship Inc. (ETS) began constructing a 132' wooden brigantine tall ship named *Matthew Turner* in Sausalito to serve as a floating classroom and extend educational capacity to serve the Northern California community. *Matthew Turner* was constructed using sustainably-sourced lumber, plus the labor of more than 600 community volunteers contributing over 200,000 hours. In 2015, ETS merged with COTS. *Matthew Turner* was then launched in 2017 with more than 3,000 community members in attendance. She received her US Coast Guard operating license in 2020.

Since 2004, Call of the Sea has served an average of 5,000 students per year, and also provided educational community sailing experiences for the general public. With the addition of *Matthew Turner*, COTS's capacity is poised to more than double.

See <https://callofthesea.org> for more information.



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The Administrative Assistant Position

The Administrative Assistant helps coordinate COTS's day-to-day administrative and human resources activities. This important staff member is expected to interact with COTS's staff, contractors, vendors, volunteers, and members of the community. He/she/they will bring administrative skills that will ensure that COTS runs smoothly.

The primary responsibilities of the COTS Administrative Assistant could include:

- Assist the CEO in the administration of COTS's employee benefits programs according to company policies and the Employment Handbook.
- Organize and maintain COTS's records and files in accordance with the board's record retention policy. This includes contracts and HR records.
- Interact with banking and accounting personnel to provide information needed for COTS's annual audit.
- Assist CEO with the timely presentation of financial reports to the board.
- Track various compliance deadlines from the IRS, grantors and agencies.
- Coordinate the timely payment of incoming invoices with the bookkeeper.
- Assist the CEO in board and committee meeting logistics, including scheduling meetings.
- Assist with day-to-day office functions, including ordering supplies.
- Assist with development tasks including donation acknowledgements and database entries.
- Assist with registrations for summer camps and educational programs.
- Assist with HR processes for onboarding crew, such as the drug testing program and background checks.
- Assist with special events planning and logistics

Qualifications

While we recognize that few individuals will have experience in all areas above, a successful candidate must have strong people skills, organizational skills and office administration experience. This candidate must also possess both good oral and written communications skills to interact with a diverse Board of Directors, staff, and a wide array of key community stakeholders.

Education and Experience

1. Bachelor's degree or a combination of education and experience
2. Minimum two years of experience working in an office environment.
3. Experience working with HR records, records management, and financial reports.
4. Familiarity with QuickBooks, and commonly used computer programs, e.g., Microsoft Office products (Word, Outlook, Excel).
5. Ability to work both independently and as part of a diverse team.
6. Experience with fundraising, including events



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Additional Desirable Qualifications

1. Experience working with a nonprofit
2. Experience with Internet Technology (IT) systems
3. Experience with Wordpress website updates
4. Experience with graphic design and marketing
5. A strong desire to be part of a mission-focused and hard-working team.
6. A good sense of humor.

Salary - \$24,000 annually (half-time)

Process

Please submit a letter of interest and an outline of qualifications to: mark@callofthesea.org.
Applications will be accepted until February 17, 2023, with review of applications beginning on
January 25.

Refer questions to Mark Welther, COTS CEO at mark@callofthesea.org or (510) 459-1131. For
additional information on COTS, please visit: <https://callofthesea.org>.

COTS is an Equal Opportunity Employer who fully and actively supports equal access for all people.